



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 5100.1C
N4

DEC 15 2015

NETC STAFF INSTRUCTION 5100.1C

From: Commander, Naval Education and Training Command

Subj: TOBACCO USE IN THE NETC HEADQUARTERS BUILDING

Ref: (a) SECNAVINST 5100.13E

1. Purpose. To publish policy governing tobacco use in the Naval Education and Training Command (NETC) Headquarters (HQ), Building 628.
2. Cancellation. NETCSTAFFINST 5100.1B.
3. Applicability. Applies to all NETC military and civilian staff personnel, including appropriated and non-appropriated fund employees, and all family members, visitors, volunteers, contractors, and personnel of other commands, agencies, and businesses that operate within NETC HQ spaces.
4. Background
 - a. Reference (a) sets forth policy and guidelines for tobacco use within Department of the Navy occupied buildings and facilities, and the Human Resources Office has researched information regarding the rights of smokers and non-smokers. Tobacco use in the NETC HQ building will be controlled accordingly.
 - b. Environmental tobacco smoke, also referred to as "secondhand" or "passive" smoke, is an issue in today's workplace. Since smoking in government buildings is prohibited, smokers must have "reasonable" access to outdoor areas that are protected from the elements.
 - c. Smokeless tobacco is also considered to be a health and comfort issue. Non-users of smokeless tobacco shall not be exposed to residue resulting from its use.
5. Policy. Use of tobacco products is only permitted in the Gazebo located in the rear of Building 628, northeast corner.

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There is no other authorized smoking area on the NETC grounds, including the parking lot. All residue from tobacco products will be deposited into appropriate containers within the authorized tobacco use area.

6. Responsibilities

a. First Lieutenant (N451)

(1) Ensure ashtrays and spittoons are placed at designated tobacco use areas.

(2) Investigate complaints of air contamination and tobacco use violations.

b. Division Directors and Special Assistants. Ensure personnel under their cognizance are aware of and follow the NETC Staff tobacco use policy.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.



M. A. WHITT
Chief of Staff

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NSTC (OD, CD)
NETSAFA